



mst

Melbourne School of Theology

Application Form

Australian Citizens and Residents

Melbourne School of Theology exists to equip God's people with **transformational theology**, **biblical depth** and a **missional heart**, to effectively communicate the Gospel of Christ to a diverse and changing world.



APPLY NOW for a place at MST

Making Contact

Establishing initial contact with the college is an essential part of the application process at MST. Feel free to drop by during office hours, visit by appointment, or join us at one of our Open Day/Night events. Enquiries can be emailed to Enrolments@mst.edu.au, or via phone 03 9881 7800.

Submitting your Application

When you have completed the MST Application in full, it is important that you give your Pastor the Pastoral Reference Form, your employer the Work Reference Form, and a friend the Personal Reference Form. They need to email the completed form to Enrolments@mst.edu.au, or send to MST via post, as part of your application process. If you are unable to obtain a Work Reference, a second Personal Reference will be fine. **AUDIT STUDENTS** – if you wish to audit a subject (not for credit), please contact the Enrolment Coordinator (Enrolments@mst.edu.au) for the correct application form.

Processing your Application

Once the Enrolment office has received your application form (completed in full), with all reference forms, and copies of your transcripts and certificates, your application will be reviewed by the Applications Committee. The Applications Committee usually invites applicants to attend an interview at the College in person, or over the phone if you are applying for online studies via distance learning.

Offer of Study

Once the Applications Committee has approved your application, you will receive an official MST Acceptance Letter as well as a Student Agreement document by email. You will need to fill out the Student Agreement and return to the Enrolment Coordinator by email to confirm your acceptance.

Enrolment

When your acceptance has been confirmed, you will then need to attend the Orientation & Enrolment Day to enrol into your subjects for your first semester at MST. If you cannot attend Enrolment Day, you will need to contact the Enrolment Coordinator to arrange a time to either enrol in person or over the phone before the start of the semester. The enrolment process *must be completed* prior to attending lectures.

eCampus and Study

After you have enrolled you will receive notification from the MST IT Manager that your eCampus account has been created for you. You will be able to log in using the username and password provided. It is recommended that you change your password immediately. Once you have access to eCampus then you have successfully completed all of the Application and Enrolment processes at MST, and will be ready to commence your studies at MST.

If you have any questions regarding the application process, please phone MST on 03 9881 7800 to speak with a representative from our Enrolments Office.

SECTION 1: PERSONAL INFORMATION

Please set aside at least one hour to complete this application form and ensure that you provide us with copies of any additional documents requested.

Title: _____ **First name:** _____ **Last name:** _____

Other given names: _____ **Preferred first name:** _____

Home address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

Email: _____ **Occupation:** _____

TELEPHONE Mobile: _____ Home: _____

DOB: | / / | **Gender:** Male Female | **Are you married?** Yes No

Citizenship Status: Australian Citizen New Zealand Citizen Permanent Resident Permanent Humanitarian visa Temporary permit visa (incl. student visa) Other: _____

Country of birth: _____ **Year of arrival in Australia (If not born here)?** _____

Please indicate if any of the following applies to you:

ABORIGINAL TORRES STRAIT ISLANDER OVERSEAS STUDENT

CHURCH DETAILS:

Church: _____ **Senior Pastor:** _____

Church email: _____ **Denomination:** _____

Church address: _____

Is the Senior Pastor of your church aware that you plan to study at MST: Yes No

SECTION 2: MEDICAL DETAILS

Nominate a contact person in the case of an emergency:

Please make sure this person is aware you are providing their contact details to us for emergency purposes.

First name: _____ **Last name:** _____ **Relationship to you:** _____

TELEPHONE: Mobile: _____ **Home:** _____

Email: _____

MEDICAL DETAILS:

Do you have a disability, impairment or long term medical or mental health condition that may affect your studies? **

Yes No

If yes, please indicate the area/s of impairment:

Hearing

Learning

Mobility

Vision

Medical

Mental Health

Other: _____

** MST reserves the right to request medical certification of your fitness to study, to ensure we can care for your individual needs.

Will you require study assistance in relation to your condition? _____

SECTION 3: COURSE OF STUDY

Extensive course outlines are available on the MST website www.mst.edu.au, or if you are unsure about which course to apply for please contact the Enrolment Coordinator.

Which course are you applying for?

UNDERGRADUATE

- Non-Award Study / Audit
- Diploma of Christian Studies
- Assoc. Degree in Theology
- Bachelor of CS
- Bachelor of Ministry
- Bachelor of Theology
- BMin/BTh Double Degree

GRADUATE²

- Bachelor of Ministry (Hon)³
- Bachelor of Theology (Hon)³
- Graduate Certificate of Divinity
- Graduate Diploma of Christian Studies
- Graduate Diploma of Divinity
- Master of Divinity
- Master of Ministry
- Master of Arts (Christian Studies)
- Master of Missional Leadership³
- Master of Arts (Ministry)³
- Master of Arts (Theology)³

¹ **AUDIT APPLICANTS:** Please contact the Enrolment Coordinator at enrolments@mst.edu.au for the correct Application Form.

²If you are applying for a Graduate course you will need to provide evidence of your previous University qualification (transcript/certificate).

³Requires previous theological study.

I intend to study:

- Full time (3 or 4 subjects) Part Time (1 or 2 subjects)

At which campus do you intend to study?

- MST OnCampus (MST Wantirna, MST City)
 MST Online (distance learning)
 Both

In which semester do you intend to commence your studies?

- Semester 1 (February - June)
 Semester 2 (July - November)

Are you, or have you been, a student of the Australian College of Theology?

- Yes No

If yes, please provide us with your ACT student number:

If you are applying from another ACT college as a cross institutional student, is your primary sponsoring college aware of your intention to undertake units at MST this semester?

- Yes No

Have you undertaken theological education before at another theological College? If so, what course did you complete and at which College?

SECTION 4: FINANCIAL DETAILS

It is important that you read the [MST Fee Schedule](#) before completing this section. This can be downloaded from the [MST website](#).

How do you intend to cover your course fees?

- Fee-help (please provide us with your tax file number):
- Semester fees paid in advance due at the time of your enrolment.
- Payment plan: initial \$300 instalment paid at the time of your enrolment followed by fortnightly automatic bank transfer payments for the remainder of the semester fees.
- Scholarship (PLEASE INDICATE AND PROVIDE SUPPORT LETTERS FROM YOUR SPONSOR):

Is there anything else that we should know regarding your financial position?

SECTION 5: EDUCATION

As part of your application we require copies of your transcripts from former courses. For information about entry requirements please refer to the outline of each course found on the website.

If you have not completed year 12, or further studies, you may be required to complete a short pre-entrance assessment.

SECONDARY EDUCATION

Institute:

Town & Country:

Highest Level Achieved:

Year Commenced:

Graduation Year:

Tertiary Entrance Score (value will range from 30.00 to 99.95):

TERTIARY EDUCATION 1 (relevant undergraduate award)

Institute:

Town & Country:

Name of Course:

Year Commenced:

Graduation Year:

GPA:

TERTIARY EDUCATION 2 (most recent)

Institute:

Town & Country:

Name of Course:

Year Commenced:

Graduation Year:

GPA:

ENGLISH ASSESSMENT

What is your main language spoken at home?

If English is not your first language we will need to assess your ability to study at an Australian Higher Education institution. MST may require you to complete an **IELTS Academic Version Test** which can be taken from most locations in the world.

To locate an assessor near you, please go to www.ielts.org to book and sit this test. You will need to provide us with a copy of your IELTS test, preferably when you submit your application, to be eligible to study at MST.

Please note: Each course requires a minimum English Test score to gain entry. Each level of study requires a different score, so please be sure to check the course outlines on the MST website www.mst.edu.au.

SECTION 6: REFEREES

Please give reference forms to THREE referees (these can be downloaded from the MST website). They will need to have known you for at least 2 years, and not be a close family relative.

The first referee must be your Pastor/Minister, and he/she should be given the Pastoral Reference Form. Your other two referees can be selected from your present employer, current/previous lecturer or teacher, a person from your church community, or a friend. Referee forms are tailored to suit each of these categories. References from three people are a requirement to entering your preferred course.

Please supply the name, email address, postal address and phone number of the THREE referees to whom you have given a reference form to:

PASTORAL REFEREE

Name:

Phone:

Email:

Church:

Position in your church:

WORK REFEREE

Name:

Phone:

Email:

How long have you known this referee?

In what capacity have you known this referee?

PERSONAL REFEREE

Name:

Phone:

Email:

How long have you known this referee?

In what capacity have you known this referee?

SECTION 7: ADDITIONAL INFORMATION

How did you hear about MST?

- Radio
- Newspaper/Article
- Expo
- Referral
- Website
- From an MST Alumni
- Other:

Why did you choose to study at MST?

Do you know anyone from MST?

GOVERNMENT DEMOGRAPHIC INFORMATION

The Department of Education, Employment and Workplace Relations (DEEWR) requires the following information as their preferred way of improving the method of gathering data on socioeconomic status, resulting from their *Advancing Equity and Participation in Higher Education* study of 2007.

1a. Parent/Guardian #1 is Male Female

1b. What was the highest level of education completed by your parent/guardian #1 (place tick or cross in the appropriate box):

- 1. Postgraduate qualifications (eg masters, PhD)
- 2. Bachelor qualification
- 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
- 4. Completed Year 12 or equivalent
- 5. Did not complete Year 12 or equivalent
- 6. Don't know
- 7. Not applicable

2a. Parent/Guardian #2 is Male Female

2b. What was the highest level of education completed by your parent/guardian #2 (place tick or cross in the appropriate box):

- 1. Postgraduate qualifications (eg masters, PhD)
- 2. Bachelor qualification
- 3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
- 4. Completed Year 12 or equivalent
- 5. Did not complete Year 12 or equivalent
- 6. Don't know
- 7. Not applicable

SECTION 9: DECLARATION

Please read through the regulations and declaration regarding the conditions of applying.

Closing dates for application: Applications need to be submitted by 30th January/30th June respectively for the following semester. As the application process can take up to 3-4 weeks, it is advised to submit all paperwork as early as possible.

Variation of Enrolment: Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult student information distributed by MST for the critical dates that apply to that unit and the procedure to use to apply for a variation. After the Administrative Date and up to the Census Date of a unit, a Variation of Enrolment Fee applies. Withdrawal from a unit after the Withdrawal Date will normally attract a fail (FW) grade. [For more information, see http://www.actheology.edu.au/students_enrol.php > Variation of Enrolment]

Re-crediting FEE-HELP balance: Candidates who withdraw after the census dates and wish to apply for re-crediting of their FEE-HELP balance must apply in writing to the Academic Administrator of the Australian College of Theology. A copy of the regulations for re-crediting FEE-HELP balances can be found on the Australian College of Theology website <http://www.actheology.edu.au/>.

I have read the regulations and certify that to the best of my knowledge the above details are correct. I understand that my personal information will be stored by the Department of Employment, Education and Workplace Relations (DEEWR) to administer my FEE-HELP assistance. I understand that the information on this form is collected for program administration purposes, including the viewing of graduate survey data by relevant parties such as Graduate Careers Australia. Authority to collect this information is contained in the *Higher Education Support Act 2003*; information may be shared between the Australian Taxation Office, DEEWR and the Department of Immigration and Citizenship; and information may not otherwise be disclosed without my consent unless authorised or required by law. Graduates' names are published on the ACT website and manuals. I understand that I may request for my name not to be published. I understand that giving false or misleading information is a serious offence under the Criminal Code.

Please tick:

- I have read the Student Fee Schedule and the Student Fee Policy and I understand my fees for my studies at MST will be relative to the MST Fee Schedule and are subject to change on an annual basis.
- I am in complete accord with the MST Mission Statement, Core Values, and Theological Position.
- I have understood, and have access to, all the requirements set out in the ACT Student Handbook (<https://www.actheology.edu.au/documents/>) and agree to live and work, by God's grace, within this framework while I am at College.

Signature of Candidate:

Date:

Please forward your completed application to the Enrolment Office by email to Enrolments@mst.edu.au. Alternatively, you can fax or post your application. Our contact details are provided for you on the back page of this application form.

CHECKLIST

- I have included copies of my transcripts/certificates (not required to be certified).
- I have included a copy of my Photo ID.
- Referee forms have been sent to my elected referees.

Enrolments@mst.edu.au

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**MST is an affiliated college of the
Australian College of Theology
CRICOS code: 02650E**

